

Using Elevate to Book with the Student Success Centre

What is Elevate?

The Student Success Centre (SSC) uses the Elevate platform to allow students to book appointments. You would use Elevate to book an appointment to meet with a writing tutor, academic development specialist, or exploratory advising. As a student, you can use Elevate to book with other services on campus such as Career Services, Leadership and Student Engagement and some advising offices.

Instructions for Booking

Step 1: Go to Student Success Centre website

To access the Elevate booking portal from the <u>Student Success Centre webpage</u> choose the **Book an appointment** button on the main page. You can also login to Elevate directly at <u>elevate.ucalgary.ca</u>.





Step 2: Log into Elevate

Under the **Login** tab, choose **Student Login** and sign in using your University of Calgary Student email address.



Login to Elevate

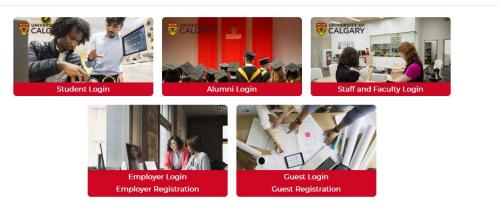


Figure 2 Elevate webpage with the login drop-down menu.

Note: If you don't have a UCalgary IT account, you can activate it here.

Step 3: Select Student Success Centre

Choose **Student Success Centre** from the Dashboard menu on the left side. This will open a submenu with the different services.



Figure 3 Elevate Dashboard menu with Student Success Centre.

Step 4: Choose a service

Select **First Generation Student Program** from the Student Success Centre sub-menu and then select **Getting Started for Fall Term**.

Dashboard					
Advising					
Job Board - Campus Wide					
Experience Catalogue					
Research & Funding Opportunities					
Centre for Career & Personal V Development (CCPD)					
STUDENT SUCCESS CENTRE	^				
Academic Support					
Writing Support					
Exploratory Advising - Prospective, Open Studies, Undecided					
SSC Events / Workshops					
PASS Sessions					
New Student Registration Assistance					
First Generation Student Program					
First Generation Student Program Appointments					
First Generation Student Program Events					
Academic Integrity					
Scholars Academy Interviews					

Figure 4 Student Success Centre sub-menu showing the variety of services.

Step 5: Select a booking option

Choose a booking option such as **Book by Appointment Type**.

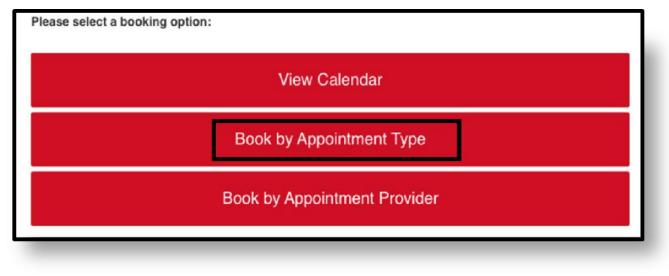


Figure 5 Booking options for elevate appointments.

Step 6: Check appointment availability

Select the **'Getting Started for Fall Term'** appointment type as the appointment type you would like to book to see the next available dates.

Academic Success	Type: Getting Started for Fall Term
Join Ana for help with:	
Learning and study skills including,	Friday, May 30, 2025
Time management and goal setting	
Reading and note-taking	
Test and exam preparation	Monday, June 2, 2025
Presentation skills	
Academic language development	
Academic success planning including:	Tuesday, June 3, 2025
Identify academic goals and obstacles	
Determine academic strengths and interests	
Resolve academic concerns	Wednesday, June 4, 2025
Learn about Campus Resources	
Book	Thursday, June 5, 2025
Exploratory Advising Current students who are admitted to a Faculty degree program can join Dan and Lisa to explore program options, or changing or adding to their degree program. Conversations may include,	Friday, June 6, 2025
Exploring motivations for choosing a degree program How to draw on personality traits, interests, and academic strengths to choose a degree program. General discussion around career options related to degree programs of interest	Monday, June 9, 2025
General discussion around career options related to degree programs of interest Book	Tuesday, June 10, 2025
Getting Started for Fall Term	Thursday, June 12, 2025

Figure 6 Appointment type details with upcoming available appointments.

Step 7: Choose an appointment time slot

Select **view calendar** to choose an **open** appointment time slot. If the calendar does not show any appointment slots, all available appointments have been booked. If you have an urgent concern, please email <u>firstgenprograms@ucalgary.ca</u> for assistance.

OVERVIEW					
	22	23	24	25 9:20a Open 9:30a Open 3:10p Open	26
9:15a Open	29 9:15a Open	30 1:15p Open	1 9:15a Open	2 9:15a Open	3
9:30a Open	10:15a Open	1:30p Open	12:15p Open	9:30a Open	
10:15a Open	10:20a Open	2:20p Open	1:30p Open	10:15a Open	
10:35a Open	11:25a Open	2:30p Open	2:30p Open	10:35a Open	
11:15a Open	3p Open	3:25p Open	2:45p Open	11:15a Open	
1p Open	3:15p Open	3:30p Open		1p Open	
2:15p Open	4p Open			1:30p Open	
2:20p Open				2:05p Open	
3:15p Open				2:30p Open	
3:25p Open				3:10p Open	
				9	

Figure 7 Appointments calendar.

Step 8: Fill in the appointment information

Enter your **phone number** and **reason for booking** the appointment.

Here is an example of a reason for booking:

"I would like to talk through time management strategies that I could use to balance my studying ahead of my final exams."

Once all your details have been entered, choose **Book Appointment** at the bottom of the screen. You have now booked an appointment.

APPOINTMENT DETAILS			
Provider:	Jared Secord		
Location:	Zoom		
Appointment Mode:	Online		
Date:	February 11, 2022		
APPOINTMENT TYPE			
Туре:	Graduate School and Award A 🗸		
ADDITIONAL INFORMATION			
Local Phone #:			
I would like to discuss			

Figure 8 Appointment information with phone number and reason for booking.

Need Assistance?

For questions about Student Success Centre services or support with booking an appointment, email <u>success@ucalgary.ca</u>or visit the Student Success Centre on the 3rd floor of TFDL.